

**Paralegal Administration
Paralegal Administration Assistant**

**Lower Burrell Campus
Online Program**

The Paralegal Assistant curriculum is designed to provide specialized education in the expanding legal field. Attorneys, insurance companies, courts, correctional facilities, municipalities, government agencies, politicians, corporations, and other businesses look for men and women who have experience working in this dynamic environment. Armed with advanced legal skills and business concepts, students are also taught advanced word processing concepts, Access, and Excel.

MODULE 1 (6 credits)

Keyboarding for Microcomputers	3
Psychology of Success	3

MODULE 2 (9 credits)

Microcomputer Seminar	3
Law I	3
Mathematics	3

MODULE 3 (6 credits)

Microsoft Word	3
Legal Terminology	3

MODULE 4 (9 credits)

Intermediate Keyboarding for Microcomputers	3
English I	3
Legal Office Procedures	3

MODULE 5 (6 credits)

Microsoft Excel	3
Office Technologies	3

MODULE 6 (9 credits)

Microsoft – Outlook	3
Legal Keyboarding	3
Elective (TBA)	3

MODULE 7 (6 credits)

Accounting I	3
Machine Transcription	3

MODULE 8 (9 credits)

Microsoft Power Point	3
Advanced Keyboarding	3
Keyboarding for Speed	3

MODULE 9 (6 credits)

Document Processing – Legal English II	3
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MODULE 10 (9 credits)

Advanced Word	3
Business Machines	3
Written Communications	3

MODULE 11 (6 credits)

Elective (TBA)	3
Microsoft Access	3

MODULE 12 (9 credits)

Career Development Seminar	3
History of Business	3
Elective (TBA)	3

MODULE 13/14

Business Seminar (12 cr) OR 4 (3) credit classes (6 credits in each module)
